

## General Evacuation Guidelines

- If the fire alarm is activated - **STOP** all work and immediately initiate an evacuation.
- If it is safe to do so, close doors behind you as you exit your office.
- Follow **EXIT** signs to the nearest fire stairwell.
- If you encounter visitors or guests - assist as necessary.
- Evacuation maps are located near elevator banks and fire rated stairwells.
- Do not use elevators.**
- Go to your designated meeting site.
- Please wait for further instructions from HUPD or the local fire department.

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|--|-------------------------------------|
| FIRE/MEDICAL<br>EMERGENCY                                      | <b>9 1 1</b>                        |
| HARVARD<br>UNIVERSITY POLICE<br>DEPARTMENT                     | ( 6 1 7 )<br><b>4 9 5 - 1 2 1 2</b> |
| UNIVERSITY<br>OPERATIONS<br>CENTER<br>ALL OTHER<br>EMERGENCIES | ( 6 1 7 )<br><b>4 9 5 - 5 5 6 0</b> |



### Designated Meeting Site

-  • Hamilton lawn

### If You Discover a Fire

**RELOCATE** - If safe to do so, relocate people in immediate danger. Be aware of persons who may need assistance.

**ALARM** - Pull the building fire alarm to alert others.

**CONFINE** - Close all doors as you exit your laboratory/office.

**EVACUATE** - Evacuate the building. **Do not use elevators.**

Call **5-5560** from a safe location outside the building to provide information to the University's Operations Center.

Report to your designated meeting site.

**FIRE PREVENTION**

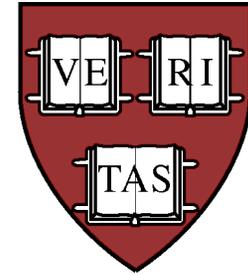
The best way to prevent fire is to minimize its potential through the observation of safe work practices and house-keeping. You should observe the following basic rules:

- Do not block or hamper passageways or exit doors.
- Keep storage areas neat and clean.
- Avoid accumulating excessive paper products.
- Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Do not store flammable or combustible fluids or gases without permission from the building manager.
- Maintain electrical appliances in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. Avoid using extension cords.
- Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).
- Refrain from stacking items too high or close to the ceiling where they may hamper the operation of sprinkler devices. Nothing should be hung from sprinkler heads.
- Do not use space heaters. These units are a major cause of building fires and their use is not authorized within the building.
- Use timers to automatically shut off coffee makers.
- Keep lunch rooms and kitchens clean.

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**EMERGENCY****CONTACT INFORMATION**

|  |                           |
|--|---------------------------|
| <b>FIRE/MEDICAL<br/>EMERGENCY</b>                      | <b>911</b>                |
| <b>HARVARD UNIVERSITY<br/>POLICE<br/>PUBLIC SAFETY</b> | <b>(617)<br/>495-1212</b> |
| <b>HARVARD UNIVERSITY<br/>OPERATIONS CENTER</b>        | <b>(617)<br/>495-5560</b> |
| <b>HBS SECURITY<br/>OPERATIONS CENTER<br/>24/7</b>     | <b>(617)<br/>495-5577</b> |

**MORRIS HALL**

**FIRE AND EMERGENCY  
EVACUATION PROCEDURES**



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